



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

To enrich lives through effective and caring service

December 2, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR (FY) 2003-2004 BUDGET (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental provisions to reflect positions allocated in the FY 2003-2004 Final Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Your Board's approval of the accompanying ordinance will update Title 6 of the County Code to appropriately reflect positions approved in the FY 2003-2004 Final Budget. It will also provide the authority for County departments to fill new positions for classes allocated in the FY 2003-2004 Final Budget. These recommendations are a routine part of the annual budget process.

Implementation of Strategic Plan

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The cost of and financing for these recommendations have been included in the FY 2003-2004 Final Budget. However, the filling of these positions by departments is subject to your Board's policy on the hiring freeze.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Title Changes

Attachment A lists the two (2) represented classes which have been approved for title change by the Employee Relations Commission (ERCOM). The Dental Technician is being title changed to more accurately reflect the level of work and scope of responsibilities assigned to the classification. The Assistant Data Systems Analyst class is being title changed in conjunction with the Countywide Information Technology study. It is being implemented to reflect current Information Technology classification practices found in the public and the private sectors. Most of the title changes associated with this study were included in an earlier Board letter submitted by the Department of Human Resources and subsequently adopted by your Board on May 20, 2003. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County.

Departmental Provisions – Budget Implementation

This ordinance will implement new positions provided for by your Board on September 16, 2003 for various departments. It will also make technical corrections and minor adjustments to the approved FY 2003-2004 Departmental Provisions.

Authority

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County.

The Honorable Board of Supervisors
December 2, 2003
Page 3

Approvals

- The Chief Administrative Office has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these recommendations will enable departments to effect personnel actions associated with the approved budget for FY 2003-2004. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,

MICHAEL J. HENRY
Director of Personnel

MJH:STS
AW:vmh

Attachment

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
2589	Assistant Data Systems Analyst	Assistant Information Systems Analyst
4750	Dental Technician	Dental Laboratory Technician